MAIN HRS

Security Reports - B
HR-101 - Inactive Security Profiles (Inactive IDs)

Purpose: The Inactive Security Profiles report (listed on the dropdown as Inactive IDs) displays information on inactive user Ids. Data may be requested for users whose time is reported in the selected department/agency and Timekeeping Unit (TKU) and who have security within the selected criteria. Data may also be requested for users who <u>do not</u> report time to the selected department/agency and TKU but have security to the selected criteria. The minimum required data to be entered is department, agency and TKU.

Frequency: As requested.

Distribution: The report is available to Control Agency staff and Agency Security Administrators only.

Sequence: Department, Agency

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information: A. The Inactive Security Profiles report is accessed through the <u>R</u>eports, <u>S</u>ecurity, <u>B</u> - Inactive IDs items on the menu.

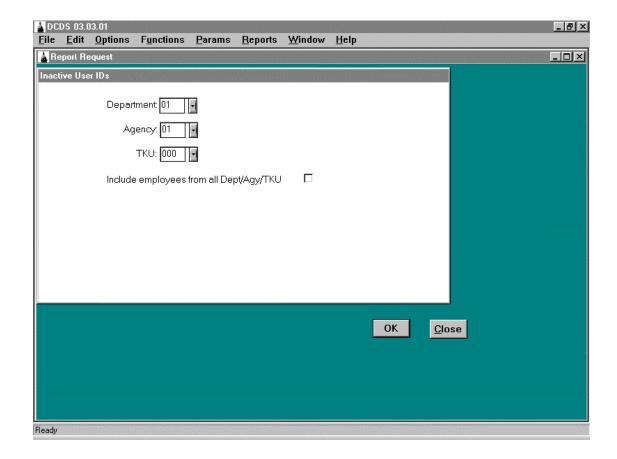*State of Michigan*

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Information:
(Continued)

B. The following detail is displayed:

- Full Name
- Social Security Number (SSN)
- User ID
- Start Date
- End Date
- Role
- Function
- Access
- Scope (Department, Agency, TKU)

C. Totals are provided by TKU, Agency and Department.

D. To print a copy of the report, select <u>F</u>ile and click on the <u>P</u>rint menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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Report Request Screen

To display the Report Request screen for the Inactive Security Profiles report, select the Reports menu item from the Menu bar and click on the Security menu item. From the cascading menu, click on B - Inactive IDs menu item.

Employee's department and agency number is the default. To request all timekeeping units, select AL from the TKU dropdown. To request all users who have security to the selected criteria, click on the box for "Include employees from all Dept/Agy/TKU." This will include users who may or may not report time within the selected criteria. Click the OK button.

The Report Pre-View screen displays the Inactive Security Profiles Report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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DCDS Reports

HR-101 - Inactive Security Profiles

DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION
AGENCY: 01 CENTRAL OFFICE
TKU: 000 TRANSPORTATION CENTRAL

FULL NAME	SSN	USER ID	START DATE	END DATE	ROLE	FUNCTION	ACCESS	SCOPE DEPT	AGY	TKU
AVENGER, CAPTAIN	222-12-3333	MASCARENHAS	07/16/1996	12/31/2222	SUPERUSER	ADJR001	N	AL	AL	AL
						ADJR002	N	AL	AL	AL
						ADJR003	N	AL	AL	AL
						ADJR004	N	AL	AL	AL
						APRF001	Y	AL	AL	AL
						APRF002	Y	AL	AL	AL
						APRF003	Y	AL	AL	AL

TKU: 000 NUMBER OF ACTIVE SECURITY PROFILES 1
AGENCY: 01 NUMBER OF ACTIVE SECURITY PROFILES 1
DEPARTMENT: 59 NUMBER OF ACTIVE SECURITY PROFILES 1

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